

Office Memorandum • **CONFIDENTIAL** • UNITED STATES GOVERNMENT

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TO : Miss [REDACTED]
FROM : Management Officer

DATE: 16 October 1950

SUBJECT: Possible Assistance to Administrative Staffs of Office of Operations.

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1. You will see by the attached that the Office of Operations concurs in all three of your recommendations. Please follow to a successful conclusion. Notify [REDACTED] that you are going to discuss 25X1A9a 00 problems with [REDACTED]

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2. Re Mr. Carey's memorandum, you will note Paragraph 1a has an addition that Form No. 36-204 be modified to provide for all special expendable supplies used by [REDACTED]. This will bear careful consideration.

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1 Attach.

Document No. 3
NO CHANGE in Class. ☒
☐ DECLASSIFIED
Class. CHANGED TO: TS S C
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: _____ By: 026

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TO : Management Officer

DATE: 13 October 1950

FROM : Assistant Director for Operations

SUBJECT: Possible Assistance to Administrative Staffs of Office of Operations

REF : Memorandum to Chief, Administrative Staff from Management Officer dated 5 October 1950, subject as above.

1. Our comments concerning the suggestions made in reference memorandum are furnished herewith:

a. Para. 1a. Utilization of Form 36-204 by [REDACTED] is considered feasible. Its use would save a moderate amount of time and clerical effort. It is recommended, however, that the form be amended to provide for all special expendable supplies used by [REDACTED], such as teletype paper, teletype tape, monitoring pads, etc. The Foreign Documents Division also believes that use of Form 36-204 would reduce clerical work involved in preparation of requisitions, but has been unable to obtain a supply of such forms. It is requested that a stock of Form 36-204 be supplied directly to each Office of Operations Division when amended and approved by Management and the Administrative Staff.

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b. Your recommendation regarding decentralization of property accountability to Contact Division Field Offices is concurred in and the Chief, Administrative Staff, has been notified informally of our agreement. He has also been asked to arrange for implementation of this suggestion at his earliest convenience.

c. Para. 1c. This office concurs in the statement contained in this paragraph that Form 36-114, Request for Domestic and Foreign Shipment, appears to be superfluous. It is believed that Services Division could effect shipments from the delivery address indicated on requisition forms (36-7). The saving in clerical time and effort would be considerable.

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GEORGE G. CAREY

OCT 16 1950

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